F i n a l

Present: Rob Buchwald (for Greg Wright), Carl Martin, Steve Mosena, Kevin VandeWall, Leon Schwartz, Rich Jacobs, Joel Lunde, Keith Greiner, Larry Murphy

Absent: Roberta Polzin, Lesa Quinn, Gary Kendell, Mark Brandsgard

Guests: Greg Fay, Lorrie Tritch, John Hove, Laura Riordan, Patsy Tallman, Diane Van Zante (recorder)

1. **Call to Order** – Carl Martin, Vice Chair, called the meeting to order. It was noted that a quorum of members was in attendance.

2. **Approve Minutes of April 10, 2007** – Carl Martin.
   Larry Murphy moved approval of the April 10, 2007 meeting minutes; Steve Mosena seconded the motion. An oral vote was taken, unanimously approving the minutes as written.

3. **Encryption Testing and RFP** – Greg Fay.
   The Information Security Office (ISO) is looking at encryption products for laptops, desktop systems, and some removable devices. Initially the requirements of a State of Colorado RFP appeared to be a good match, but upon further evaluation, the ISO determined that the product was not a good fit. Because other state agencies want to deploy encryption tools, we are attempting to find a product that meets requirements consistently across the enterprise. We will be evaluating additional products, but sharing resources. Various agencies have volunteered to test different products and the information will be shared via a SharePoint site. There will be a consistent evaluation of products based upon the criteria previously established. We are attempting to move this purchasing decision forward and could purchase directly without an RFP and still be in compliance with procurement rules. States are permitted to purchase off of the same contracts as the federal government. We don't know what companies are involved yet or what the pricing structure is. Is there an evaluation template? No. Evaluators will simply utilize the original requirements document.

4. **Approve Rate Methodologies for Utilities**
   Directory Services – Tentative FY09 Utility Rate – Lorrie Tritch.
   There have been some changes to the budget since it was last distributed, although the dollar amount didn't change much. On Tab 3, the salary portion of the ITS 5 changed from .5 to .4. We anticipate that person's time will be reduced in FY09. On Tab 3, we have also updated the equipment information to reflect use of VM Ware at approximately $179/unit. The State currently utilizes a system called the rDirectory which is an online phone book accessed via the Internet. The rDirectory complements Directory Services (or the Common Directory); the Directory Services address book is Intranet based and accessed only by state government personnel. We want to package/merge the Internet and Intranet directories, to update the

rDirectory so that it supports multiple browsers for non-government persons to access phone book information on government employees.

Because the current vendor does not have any plans to upgrade to allow multiple browsers, we are looking at another solution. Those costs are identified on Lorrie's handout, broken out as first year, second year, and third year costs. During the first year, there would be a one time $15,000 expense for application development and maintenance (which would be done in-house). This would offset the amount we pay to NameScape, which is just under $15,000. During the second year, ongoing costs would be $9913.10 ($7500 of which is for application development and hosting support). Lorrie was asked if the development portion could be funded through IOWAccess. Because this is seen as an enhancement to an existing service, we believe it is part of the overall utility as the two services work hand in hand. If the Council chooses not to approve this enhancement, would a motion to exclude be needed? Yes.

What is the utility rate if we exclude the rDirectory costs? The annual rate would be approximately $7.54. Larry Murphy moved that the development costs be removed from the budget. Steve Mosena seconded the motion. Removal of the development costs means exclusion of the $15,000 one-time cost. Would other budget figures need to be adjusted as a result of this? No. Lorrie commented that exclusion meant locating another funding source; lack of another solution could result in the cost being imbedded in another rate. What is the timeline for completion? We believe that it would be about one year. If other savings are found, ITE might ask if those savings could be earmarked for rDirectory application development. The two products are separate, but there are solutions that permit them to work behind the scenes together. Keith Greiner voiced support for inclusion of the $15,000 expense for application development and maintenance.

The Council then asked if Larry Murphy would support an amendment to the motion to include notification to the IOWAccess Advisory Council that the Technology Customer Council supports their funding of the project. Larry responded affirmatively. Steve Mosena seconded support of the amendment.

The proposed motion reads as follows:

The Technology Customer Council approves a Directory Services rate methodology for FY09 based upon budgeted expenses of $170,050.58 ($185,050.58 minus $15,000) and a divisor of full-time/part-time personnel as of the 3rd quarter of FY 2007. The Technology Customer Council supports and encourages the IOWAccess Advisory Council to fund the$15,000 one time development costs for updates to the rDirectory.

Rich Jacobs made a motion to accept and approve the proposed rate language; Larry Murphy seconded the motion. An oral vote was taken and recorded as follows:

Nays: Keith Greiner
Ayes: All others
Abstentions: None

The motion carried.

Information Security Office – Tentative FY09 Utility Rate – Greg Fay.
The ISO utility supports the Chief Information Security Officer and one additional position. Almost all of the expenses are for salary and support costs. From a historical perspective, the FY07 rate included a subsidy from DAS. The FY08 rate is $1.06, which assumes full participation by all agencies. The FY09 preliminary rate is $1.38, but assumes participation by only those entities who must participate (Executive Branch agencies). If the Judicial Branch participates, the rate would be lower. Greg has just begun contacting agencies to verify who plans to participate in FY08.

Total resources show a 10% increase from FY08, primarily due to anticipated salary changes (7.9 percent). How much under budget are we for FY07? We probably won't know where we stand until the end of June. Are these utilities operating under a revolving fund? Greg isn't sure how that is handled, but assumes any extra money is carried over. At present, ITE is covering the cost of SOPHOS through the exchange rate. There have been rumors that SOPHOS has the potential to become a utility. DAS is not currently looking at creating an encryption utility, but would like to see a consistent product used across the enterprise. Larry Murphy commented that if SOPHOS were included in the ISO service offering, he would ask ITE to provide security services to the Judicial Branch.

Rich Jacobs mentioned that he would like to see the agency impact figures.

A draft motion for the ISO rate methodology reads as follows:

The Technology Customer Council approves an Information Security Office rate methodology for FY09 based upon budgeted expenses of $314,264.44 and a divisor of full-time/part-time personnel as of the 3rd quarter of FY 2007.

Rich Jacobs made a motion to accept and approve the proposed rate language; Steve Mosena seconded the motion. An oral vote was taken and recorded as follows:

Ayes: All.
Nays: None
Abstentions: None
The motion carried.

5. **Wrap-Up, Next Meeting Date –**
   Based upon ITE's ability to secure $15,000 in one-time development costs from IOWAccess, Lorrie inquired if the Council would consider including the application development and hosting support fees of $3500 that were budgeted for the third year of the project.

   Steve Mosena offered a motion to include an additional $3500 in FY09 for directory services. Joel Lunde seconded the motion. An oral vote was taken and unanimously approved.

Lorrie announced that Matt Behrens is filling a management position within ITE. Kevin Miller is leaving to take a position with Microsoft.

The next meeting is scheduled for July 10, 2007 at 1:00 p.m. (but may not occur due to lack of business.)   Council members are in favor of cancelling the July meeting. At the August meeting, the Council will be asked to formalize the rate methodology for the ITE utilities (after the public comment period).

There being no further business, the meeting concluded at 2:08 p.m.